

Technical Branch
Technical Group
Plan Review Services

MECHANICAL PLAN REVIEWER

12/97 (TLW)

Summary

Under general supervision, receive and review commercial, industrial and multiple residential plans for compliance with Mechanical, Gas, Plumbing codes and ordinances administered by Building Services Department for purpose of issuing permits.

Typical Duties

Receive and review plans and specifications to determine code compliance resulting in issuance of permit to construct, alter, repair, move, demolish or replace gas, mechanical or plumbing systems. Involves: assisting in control, receipt and movement of submitted plans and specifications through the plan review section and outside agencies; recommending procedures for improving service; verifying that plans and drawings drawn to scale with sufficient clarity and detail to indicate nature and character of work to determine conformance to technical code requirements concerning plumbing fixture count, number of bathrooms, heat systems including duct sizing and heat controls, gas appliances properly designed, piping arrangement and sizing; verifying mathematical calculations; performing field inspections to assist inspectors with difficult or unusual code requirement compliance; noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; preparing plan review letters and scheduling follow-up reviews; approving and signing plans meeting code requirements; issuing occupancy certificates to building owners when completed buildings are in compliance with codes; proposing and implementing studies to improve or update mechanical, gas or plumbing codes; conferring with Plan Review Manager, Chief and supervisors on major projects.

Ensure quality customer service provided to construction industry and general public. Involves: providing relevant information and guidance concerning code standards and regulations; interpreting and explaining mechanical, gas and plumbing codes and departmental rules and regulations; providing assistance in permit process; referring customer to appropriate section, department or agency, as requested.

Perform related duties as assigned. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers, if required; providing technical guidance and lead teams on designated projects as assigned; reviewing proposals for new materials/methods of construction and submitting recommendations to Plan Review Manager; preparing and maintaining record of plan checking procedures; maintaining and updating computerized databases; attending City Boards and Council meetings as required; testifying in court and before Plumbing/HVAC Board of Appeals.

Minimum Qualifications

Training and Experience: Completion of two (2) years of college coursework with an emphasis on civil or structural engineering, architecture, or related field and six (6) years of progressively responsible building trade or trades related experience including two (2) years of residential or commercial construction inspection or plan review experience; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: Mechanical, Gas and Plumbing Codes and ordinances affecting residential, major and minor industrial, institutional and commercial building construction; current construction methods and materials; design and drafting procedure; terms, symbols, and techniques employed by architects, engineers and designers in construction plans and specifications. Good knowledge of: health and fire regulations pertaining to buildings and structures; zoning regulations and procedures as applied to the use of buildings and structures.

Ability to: read and interpret construction plans and specifications, and relate to controlling codes, ordinances and other requirements; recognize deviations from approved plans and potential design hazards from linear interpretation; identify defects and hazards in material and work performed; estimate construction costs with minimum design information; perform simple design calculations related to plan checking and to use appropriate design tables, references, standards and office machines; reduce design observations to reportable format; comply with and enforce safe working practices and procedures; interpret codes and regulations to architects, engineers, contractors and laypersons; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, contractors, property owners, architects, engineers and the general public; maintain records and prepare reports.

Skill in the safe operation of a motor vehicle through City traffic.

Physical Requirements: Occasionally inspect field construction in progress requiring bending, stooping, and climbing ladders and scaffolding. Occasional exposure to all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Certification by International Congress of Building Officials (ICBO) or Southern Building Code Congress International (SBCCI) as Level I Mechanical or Plumbing Inspector by time of appointment. SBCCI Certification as either Mechanical Plan Examiner or Plumbing Plan Examiner within six (6) months of date of appointment and the other within one (1) year of appointment (i.e. Mechanical Plan Examiner within six (6) months of date of appointment, then Plumbing Plan Examiner certification within one year of appointment).

Director of Personnel

Department Head

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